



**Indiana
Professional
Licensing
Agency**

State Board of Funeral and Cemetery Service
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Phone: (317) 234-3031
Website: PLA.IN.gov

Governor Michael R. Pence

Executive Director Virgil R. Madden

Funeral Director/Funeral Home/Funeral Branch Renewal Form

Box #1 <u>Indicate License Number Here:</u>	Box #2 <u>Indicate Your Expiration Date Here</u>	Fee <u>(See Fee Info Below)</u>
Box #3 <u>Indicate Your Name And Address Here</u>	Box #4 (Funeral Director Only) <u>Please Circle your answer to ALL the following questions: SINCE YOU LAST RENEWED YOUR LICENSE: (if yes to questions 1-3, please attach details of action taken)</u> 1. Has any professional license, certificate, registration, or permit you hold or have held been disciplined or are formal charges pending? YES NO 2. Have you been denied a license, certificate, registration, or permit in any state? YES NO 3. Have you been convicted of or pled guilty to a violation of a federal or state law or are criminal charges pending? YES NO I hereby swear or affirm under the penalties of perjury that the information provided here is true and correct to the best of my knowledge.	
<u>Email Address</u>	Box #5 <u>Signature of Applicant</u>	Box #6 <u>Date Signed</u>
Make Check Payable and Mail To: Indiana Professional Licensing Agency	Mailing Address: 402 W. Washington St. Room W072, Indianapolis, IN 46204	

Instructions: (Use one form for each license you are renewing):

- **INDIVIDUAL LICENSE:** Complete Box #1 through #6 on the renewal form and return the entire form to the address above. Be sure to enclose your renewal fee. **PLEASE PRINT LEGIBLY, AS AN INABILITY TO READ YOUR RENEWAL FORM WILL CAUSE A DELAY IN THE RENEWAL OF YOUR LICENSE.**
- **FUNERAL HOME OR BRANCH LICENSE:** Complete Box #1, 2, 3, 5, & 6 on the renewal form and return the entire form to the address above. Be sure to enclose your renewal fee.

Fees: Renewal fee **\$50** if renewing on time. Renewals must be postmarked by your expiration date to be considered timely. If renewing late, see the fee information below.

- **INDIVIDUALS AND FUNERAL HOMES & BRANCHES RENEWING ONE (1) DAY TO THREE (3) YEARS PAST THE EXPIRATION DATE:** \$50 renewal fee and \$50 late fee for a total of **\$100**.
- **INDIVIDUALS RENEWING MORE THAN THREE (3) YEARS PAST THE EXPIRATION DATE:** \$50 renewal fee and \$50 restoration fee for a total of **\$100**. Examination is required if renewing more than three (3) years past your expiration date. Upon approval of this application, you will receive examination information.
- **FUNERAL HOMES RENEWING MORE THAN THREE (3) YEARS PAST THE EXPIRATION DATE:** \$50 renewal fee and \$50 restoration fee for a total of **\$100**. Application will be considered by the board after an inspection of the facility is completed.

Obtaining Your License: The Indiana Professional Licensing Agency no longer prints and mails a courtesy license upon renewal of the license. This does not change the license posting requirement where applicable. The licensee will be required to go to our website at www.pla.in.gov to order a license. To get started, simply click on the "Purchase License Card" link on the far right side of the page. **The licensee may print the free license card** or order the \$10.00 license that is printed on blue card stock and mailed to them. The fee for this card is \$13.77 (\$10.00 license fee + \$3.77 online access fee). Whether you choose the free card or the one that is purchased, you will go through the ordering process to make the card print correctly for you.